

# 2016-17 Enrollment changes

## **New Language codes**

In an attempt to align with the CEDS (Common Education Data Standards) data standards wherever possible, the Maine DOE is adopting 147 new language codes for the 2016/17 school year. The Maine DOE is also removing 20 existing codes and modifying 87 existing codes. These changes will allow the Maine DOE to completely match the current list of CEDS language codes with the exception of one language code that is not on the CEDS list but will remain an option in Maine (Passamaquoddy).

For a complete list of Maine DOE language codes please go to:

<http://www.maine.gov/doe/data/student/languagecodes.html>

## **Behavior Codes**

Starting in school year 2016-17 we have removed two behavior event codes from the Infinite Campus behavior management module, cyberbullying (code 51) and general bullying/ hazing (code 53). Moving forward bullying incidents will be reported to the state using the new NEO Bullying Incidents Reporting System. Bullying includes, but is not limited to a written, oral or a physical act or gesture or of any combination thereof, directed at a student or students that has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear which ultimately interferes with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school. Please note that if a bullying incident results in the removal of the student from their regular educational setting for at least a half of a school day the incident will not only need to be entered into the NEO bullying module but in Infinite Campus as well. Please be sure to enter these incidents with an event code 77 (Other - Not Drug, Alcohol, Weapons or Violence Related).

This can included, but is not limited to:

- Pervasive taunting (teasing)
- Posturing
- Name Calling
- Belittling
- Mocking
- Put-downs,
- Demeaning Humor
- Hurtful Imitations
- Manipulating his/her relationships with others such as spreading rumors or social exclusion

- Verbal or non-verbal threats or intimidations to harm a student or other individuals or their possessions including aggressive, menacing or disrespectful gestures
- Hiding books, backpacks or other possessions.

All bullying reporting will now be done through a new NEO Module called the Bullying Response System. Note however that if a bullying incident resulted in a suspension or expulsion, the suspension or expulsion must also be reported in the Infinite Campus Behavior Module but instead of calling it a bullying incident, you will associate it with the event code 77 (Other - Not Drug, Alcohol, Weapons or Violence Related).

### **Students attending out of district programs (REAL School) vs attending Regional Programs (i.e. Bangor Regional Program)**

New for school year 2016/17 all students attending “The Real School” in Windham will need to be enrolled in Brunswick Public Schools.

Under 20-A §7253, two or more SAUs may enter into a cooperative agreement to provide regional special education programs. The plan for the regional program must be submitted for approval to the Commissioner of the DOE. A program administered by a single SAU cannot be a regional program, even if it accepts students from other SAUs on a tuition basis.

Brunswick Schools will create the Primary Enrollment for the students attending the Real School designating the resident town and resident SAU accordingly with the Fiscal Responsibility set to Paid By Resident SAU. This will ensure the resident district will receive the subsidy count for this student and Brunswick will send a tuition bill to the resident district.

See the [Real School Guidance Document](#) for more information.

### **Aggregate Daily Attendance / Aggregate Daily Membership Reporting (ADA/ADM)**

Beginning with the 2016/17 school year, the department will be collecting student level attendance and membership data. More information will be coming on this as we finalize development.

Basically, for non-District Edition schools, there will be an additional upload that will be required on the following dates: September 30, December 31, March 30 and June 30. We will be communicating with your SIS vendor the details of this required upload soon. Basically, there will be two new fields added to the student enrollment page in Infinite Campus State Edition. These fields will be Student Membership (the number of days this student has been enrolled and Student Attendance (the number of days the student has been in attendance).

Since the MDOE will be collecting these two additional fields for each student, the ADA/ADM report which is due on June 30, will no longer be necessary however we

will be adding an additional ADA/ADM certification report which the superintendent will need to certify.

For ADA/ADM purposes, excused absences are counted as absent. Instructional days are defined in Chapter 125, 6.02, B:

B) Instructional Day

An average instructional day is five hours in length, and each instructional day is a minimum of three hours in length. A school need not be in session the same number of hours each day provided that the total amount of instructional time in any two consecutive school weeks is an average of five hours per day. Plans to use school days of varying numbers of hours shall be reflected in the Comprehensive Education Plan. The instructional day may be extended for students who need more than the minimum day to meet the content standards of the system of Learning Results, or additional standards established by the school board.

Therefore, a student must be in attendance at least 3 hours in a school day in order to be counted as being in attendance on that specific day.

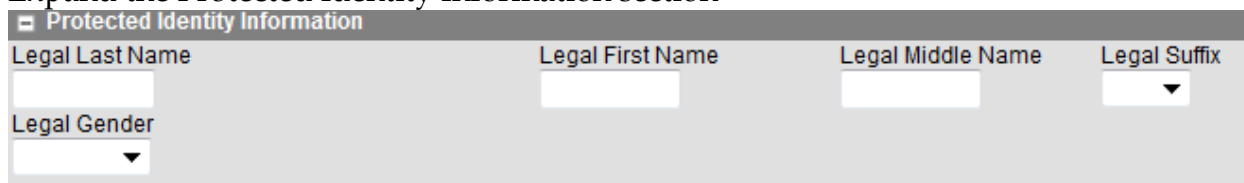
### How to handle gender reassignment or gender association

Infinite Campus has added a new section in the student's Identity tab called, Protected Identity Information section.

We have programmatically added this tool right to all state edition users. District edition users will need to add this tool right locally. For assistance in adding this tool right please contact the MEDMS Helpdesk at 207-624-6896 or [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov).

There are five additional fields located in the Identity tab under a section called Protected Identity Information.

- Index → Census → People →
- Select the Identity Tab
- Open the student's identity
- Expand the Protected Identity Information section



Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix	Legal Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The five fields are "Legal Last Name", "Legal First Name", "Legal Middle Name", "Legal Suffix", and "Legal Gender".

If a student has legally changed their name or has gone through the process and has had gender reassignment surgery, then you would just create a new identity like they normally would have in previous years.

If a student's legal name or gender has not changed but just wishes to be called by a different name or associated with a different gender, they should create a new identity

exactly like in the above scenario but the information in the Protected Identity Information section would be what was in the original identity you changed. For example, if a male student named John identifies as a female and wishes to be called Jane, a new identity would be created with the name Jane and gender as female and then the name and gender information in the Protected Identity section would be entered as to what the student's physical gender characteristics and legal name are.

Do not change the required original gender or name fields on the Identity tab unless the student legally changes their name or has gender reassignment surgery.

## **Behavior Upload**

This import contains behavior information that the state of Maine uses to track and report students that have state linked behavior events and resolutions.

This import will be designed for districts that are currently not using Infinite Campus District Edition. This import will only be available in the Infinite Campus State Edition. This will allow users to import the behavior data from their current system into Infinite Campus State Edition. Due to the structure of the behavior module in Infinite Campus, the only acceptable import format is XML. Infinite Campus will provide an XSD to the Maine DOE upon completion of Issue Testing.

The import will use state student ID and school number to verify a student's identity.

\*If the event type is 73 – weapons possession, we are required to report the weapon type. Is there a way we can make the weapon field required

## **Quarterly Data Collections 16-17 School year**

Quarterly collections for the following: attendance, truancy, behavior and bullying.

We will leave restraint and seclusion as yearend collections.

In an effort to comply with Federal reporting structures, maintain data accuracy and integrity, and keep from over burdening Districts; the Maine Department of Education (MDOE) has developed a plan to collect some data quarterly.

Asking districts to complete student level data collections on activities that occur throughout the school year appears to be a daunting task when they look at it only at the end of the year, resulting in districts being unable to actually complete the reporting requirements. Those that do complete the reporting often have data that is less than reliable.

By having districts incrementally fulfill these data collection requirements, it will allow the data to be entered closer to when the events occurred, allowing for more accurate data, and will allow for the districts to work on the data requests in smaller increments, not as one large task.

By having districts incrementally fulfill these data collection requirements, MDOE will be able to pull quarterly reports and identify districts and schools that may need some technical assistance regarding attendance, truancy and/or behavior issues. Those issues can then be dealt with prior to the end of the school year while staff are still available. In the past, issues that were found could not be dealt with due to staff being off for summer vacation.

2016-2017 will be the first year for state-level student attendance data collection. Due to changing student information systems at the state level, the mechanism for collecting attendance data will be different in 2017-2018 and is expected to be more timely (weekly or even daily – although using a different data transfer method that should ease the burden for school districts). By having this year's data collection be quarterly, it will assist the districts in preparing for the state to have attendance data more regularly and will allow MDOE to do data analysis on the data to determine the accuracy and quality of the data.

Quarterly collections for 16 -17 would be for the following: attendance, truancy, behavior and bullying.

We will leave restraint and seclusion as yearend collections.

The collections dates would be:

As of Dec 1 (to include Sept, Oct, Nov) – due Dec. 31

As of March 1 (to include Dec, Jan, Feb) – due March 31

As of June 1 (to include March, April, May) – due June 30

As of Sept 1 (to include June, July, August) – due Sept 30

The data collection will start, or have 'open dates' of the 1st of each of the respective months, with the due dates being Dec 31, March 31, June 30, and Sept. 30.

Another words the data would reflect the as of Dec 1, March 1, June 1 and Sept. 1 data but be due at the end of the month.

These collection changes will help ensure more accurate data for truancy, behavior, bullying and Aggregate Daily Attendance (ADA) as well as Aggregate Daily Membership (ADM).